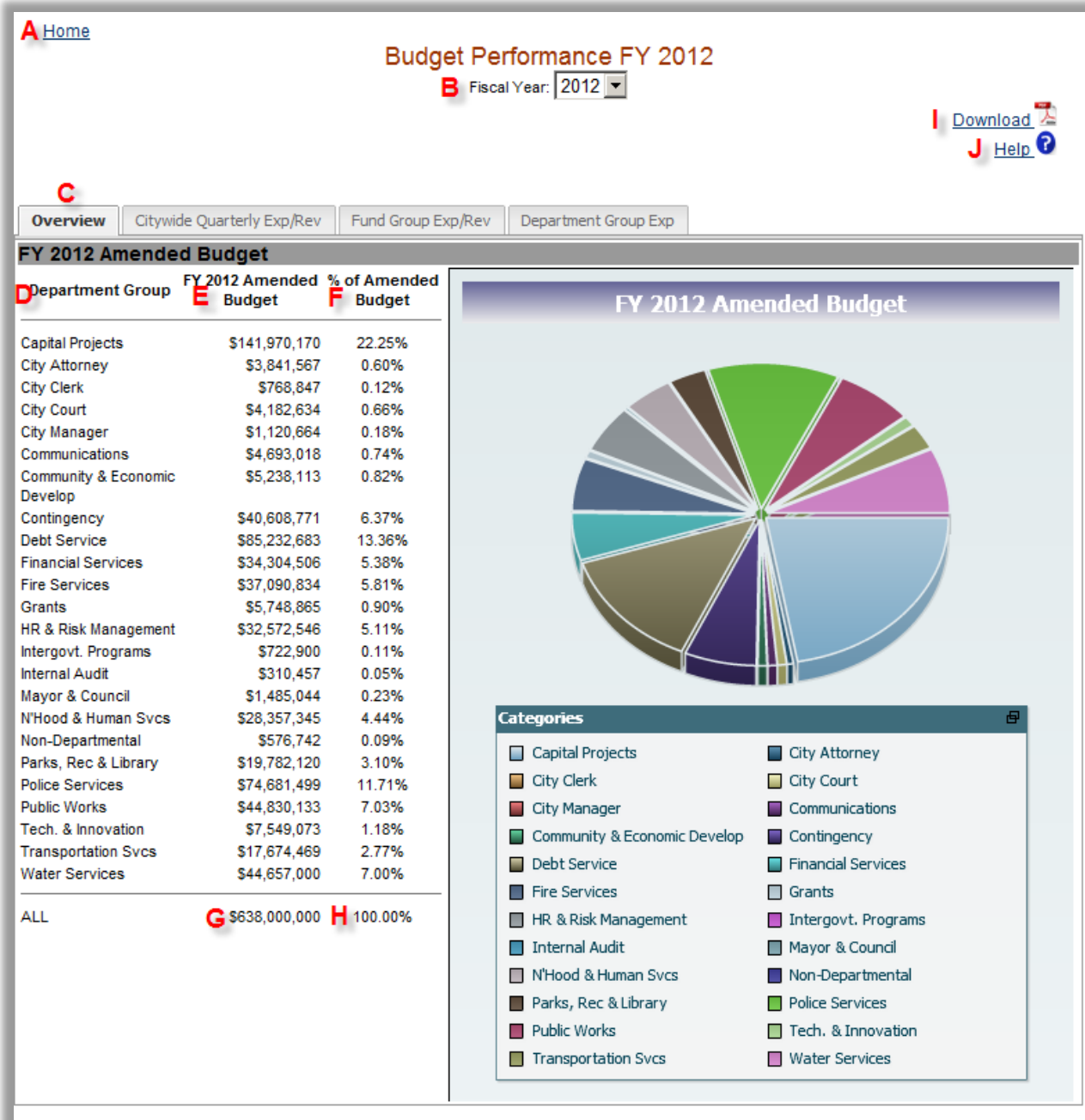


# BUDGET PERFORMANCE - HELP

## OVERVIEW

The Overview expenditures report provides analysis breakdown of the amended budget and the percentage of each Department Group represents of the amended budget



- A. **Home** – link to Return back to the Follow Your Money
- B. **Fiscal Year selector** – used to navigate between Fiscal Years. Selecting a different Fiscal Year other than the current one being displayed will auto submit the web page and initially display the Overview Tab Report

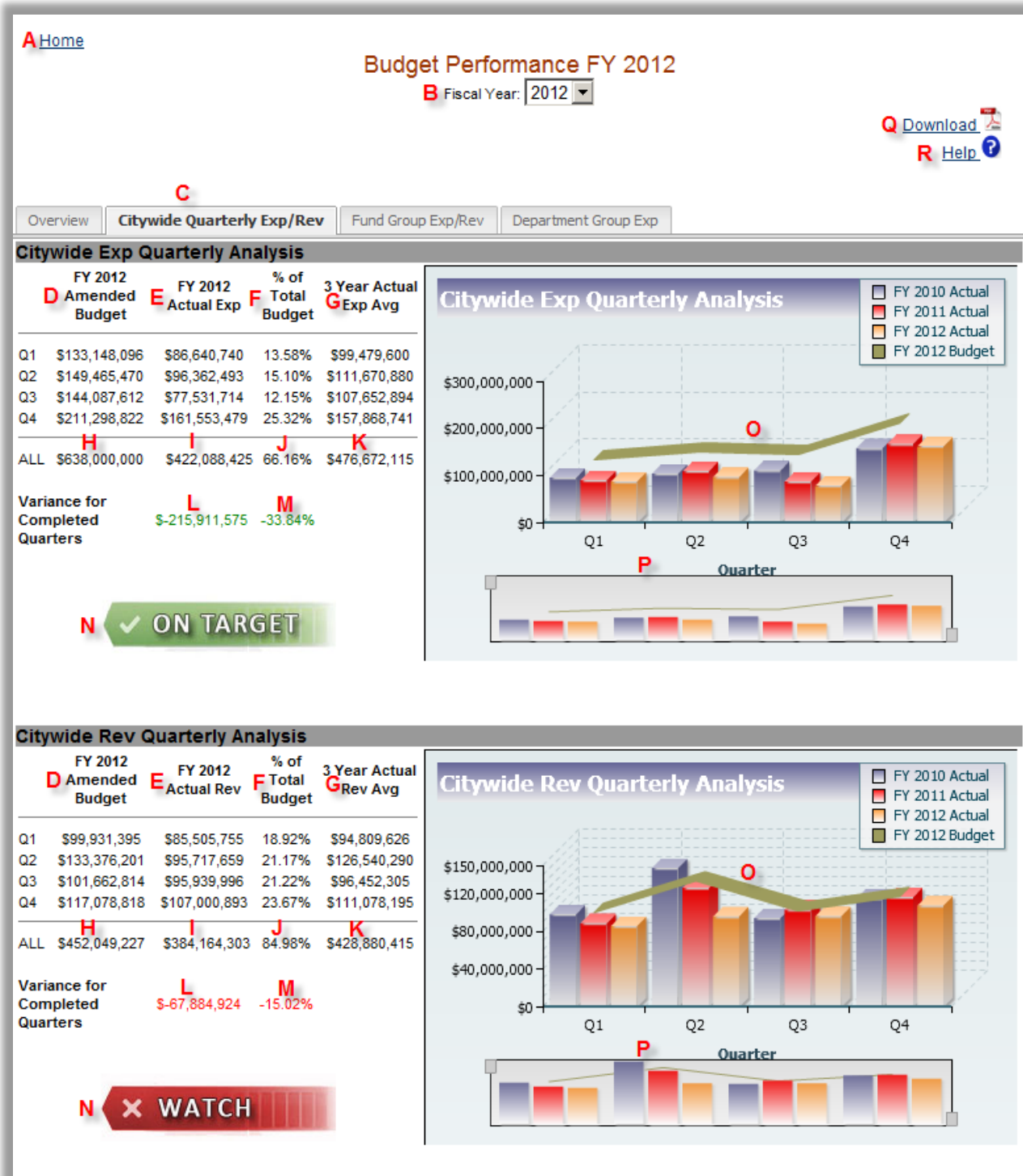
## BUDGET PERFORMANCE - HELP

- C. **Overview** – tab report is the initial report that comes up when Fiscal Year is selected. This report displays the amended budget and the percentage of each Department Group represents of the amended budget
- D. **Department Group** – Citywide Department Groups
- E. **FY nnnn Amended Budget** – expenditure Department Groups amended budget amount
- F. **% of Amended Budget** – the percentage that the Department Group is of the total expenditure amended budget amount
- G. **ALL FY nnnn Amended Budget** – total expenditure amended budget amount
- H. **ALL % of Amended Budget** – total percentage of Department Groups
- I. **Download**- creates a PDF document containing the selected Fiscal Year of Overview, Citywide Quarterly Expenditures/Revenues, Department Expenditures, and Fund Revenues
- J. **Help**-This document

# BUDGET PERFORMANCE - HELP

## CITYWIDE QUARTERLY EXPENDITURES/REVENUES

The Citywide Quarterly Expenditures/Revenues report tab provides an analysis breakdown by quarters of the Expenditures/Revenues to amended budget of the City of Glendale overall.



A. **Home**-link to Return back to Follow Your Money

## BUDGET PERFORMANCE - HELP

- B. **Overall Fiscal Year selector**- used to navigate between Fiscal Years. Selecting a different Fiscal Year other than the current one being displayed will auto submit the web page and initially display and set all report tabs to the new selected Fiscal Year beginning with the Overview.
- C. **Citywide Quarterly Expenditure/Revenue** - tab report provides information by Fiscal Year Quarters on the expenditures/revenues to the amended budget
- D. **FY nnnn Amended Budget**- Amended Budget allocated for the Quarter is calculated by calculating the ratio of 3 year Actual Avg (G)/ Total 3 year Actual Avg (K) times the Total Amended Budget (H)
- E. **FY nnnn Actual Exp/Rev**-Amount of actual expenditures/revenues incurred during the quarter
- F. **% of Budget Exp/Rev**-percentage of the Amount of Quarterly actual expenditures/revenues to Total Amended Budget (H)
- G. **3 Year Actual Avg**- Average amount of actual expenditures/revenues incurred for the same Quarter in each of the previous 3 years.

**Note:** The current Quarter YTD actual expenditures/revenues are not included as part of the average. i.e., the current Fiscal quarter is FY2012 Q2. Sum up the actual expenditures/revenues for:

FY2009 Q2  
FY2010 Q2  
FY2011 Q2

- H. **Total (ALL) for FY nnnn Amended Budget**- sum of all quarters for the Fiscal Year
- I. **Total (ALL) for FY nnnn Actual Exp/Rev**-sum of all actual YTD expenditures/revenues incurred for the Fiscal Year
- J. **Total (All) for % of Budget Exp/Rev**-total percentage of YTD actual expenditures/revenues to total Fiscal Year amended budget
- K. **Total for 3 Year Budget Avg**-Average amount of actual expenditures/revenues incurred for the Fiscal Year in each of the previous 3 Years.

**Note:** The current Fiscal Year actual expenditures/revenues are not included as part of the average. i.e., the current Fiscal Year is 2012. Sum up the actual expenditures/revenues for:

FY2009  
FY2010  
FY2011

- L. **Variance Actuals**-Difference between YTD Fiscal Year Amended Budget minus YTD actual expenditures/revenues.

**Note:** The difference amount does not include the current Fiscal Year Quarter amounts for the Amended Budget and Actuals. If current Fiscal Year Quarter 1, then no calculations for the variance difference will be performed. In the following example, "xx.xx" represents the YTD Actuals for the current Fiscal Year Quarter.

## BUDGET PERFORMANCE - HELP

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### Example 1 - current Quarter 1:

	Amended	Amount	Variance
	<u>Budget</u>	<u>Actuals</u>	<u>Actuals</u>
Q1*	600,000	xx.xx	
Q2	400,000	0	
Q3	500,000	0	
Q4	700,000	0	

Variance From Total Budget \$0 0.0%

---

### Example 2 - current Quarter 2:

	Amended	Amount	Variance
	<u>Budget</u>	<u>Actuals</u>	<u>Actuals</u>
Q1	600,000	400,000	-200,000
Q2*	400,000	xx.xx	
Q3	500,000	0	
Q4	700,000	0	

Variance From Total Budget \$-200,000 -33.33%

---

### Example 3 - current Quarter 3:

	Amended	Amount	Variance
	<u>Budget</u>	<u>Actuals</u>	<u>Actuals</u>
Q1	600,000	400,000	-200,000
Q2	400,000	500,000	100,000
Q3*	500,000	xx.xx	
Q4	700,000	0	

Variance From Total Budget \$-100,000 -10.00%

---

### Example 4 - current Quarter 4:

	Amended	Amount	Variance
	<u>Budget</u>	<u>Actuals</u>	<u>Actuals</u>
Q1	600,000	400,000	-200,000
Q2	400,000	500,000	100,000
Q3	500,000	700,000	200,000
Q4*	700,000	xx.xx	

Variance From Total Budget \$100,000 6.66%

---

## BUDGET PERFORMANCE - HELP

- M. **Variance %**-Percentage of Actuals variance to the Fiscal Year Amended Budget
- N. **Performance Indicator (Expenditures/Revenues)**-indicator represents a status of how the Expenditures/Revenues Year To Date Actuals are to the total Fiscal Year Amended Budget.

**Note:** If current Fiscal Year Quarter 1, no calculations for the variance difference are done so the Performance Indicator will not appear.

ON TARGET-Variance % Less Than or Equal to 0%

CAUTION-Variance % Greater than 0% and Less Than or Equal to 5%

WATCH-Variance % Greater than 5%

**Note:** the following field for the Revenues quarterly analysis is defined as the following:

ON TARGET-Variance % Greater Than or Equal to 0%

CAUTION-Variance % Less than 0% and Less Than or Equal to -5% (negative)

WATCH-Variance % Greater than -5% (negative)

- O. **Chart**- line chart depicts the current Fiscal Year actual budget. Bar Chart represents the YTD expenditures/revenues for each of the four quarters over the 3 Fiscal Years
- P. **Zoom**-Charting tool to zoom in to magnify on a particular section of the chart series
- Q. **Download**-creates a PDF document containing the selected Fiscal Year of Overview, Citywide Quarterly Expenditures/Revenues, Department Group Expenditures, and Fund Group Expenditures/Revenues
- R. **Help**-This document

## BUDGET PERFORMANCE - HELP

### FUND GROUP EXPENDITURES/REVENUES

This report is a two-step process to view the information on the report. The report is driven by two items that must be selected: Fund Group type and report tab Fiscal Year.

Home

Budget Performance FY 2012

Fiscal Year: 2012 E

Download Help

Overview Citywide Quarterly Exp/Rev **A** Fund Group Exp/Rev Department Group Exp

**B** Fund Group: Select Fund Group **C** Exp/Rev: Select Exp/Rev **D** Fiscal Year: 2012 Submit

- A. **Fund Group Expenditures/Revenue**-report tab provides information broken down by a particular Fund Group Type.
- B. **Fund Group Type**-drop down list of Fund Group Types.
- C. **Expenditures/Revenues**-drop down list of amount Actuals to be filtered.
- D. **Report Fiscal Year selector**-Fiscal Year drop down list. This selection will drive the Fiscal Year information to be displayed for this report tab.
- E. **Overall Fiscal Year selector**- used to navigate between Fiscal Years. Selecting a different Fiscal Year other than the current one being displayed will auto submit the web page and initially display and set all report tabs to the new selected Fiscal Year beginning with the Overview.



Second, hit Submit, then the following screen will be displayed. The same identical information is displayed as shown on the Citywide Quarterly Expenditures/Revenues. Refer to the definitions in the Citywide Quarterly Expenditures/Revenues report.

# BUDGET PERFORMANCE - HELP

[Home](#)

## Budget Performance FY 2012

Fiscal Year:

[Download](#)   
[Help](#) 

[Overview](#) [Citywide Quarterly Exp/Rev](#) **[Fund Group Exp/Rev](#)** [Department Group Exp](#)

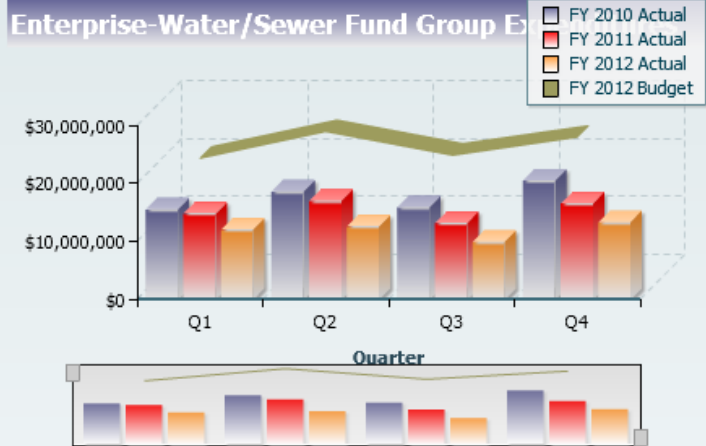
Fund Group:  Exp/Rev:  Fiscal Year:

### Enterprise-Water/Sewer Fund Group Expenditures

	FY 2012 Amended Budget	FY 2012 Actual Exp	% of Total Budget	3 Year Actual Exp Avg
Q1	\$24,263,110	\$11,968,102	11.29%	\$15,794,213
Q2	\$28,923,560	\$12,496,878	11.79%	\$18,827,960
Q3	\$24,842,205	\$9,881,191	9.32%	\$16,171,178
Q4	\$27,981,387	\$13,252,569	12.50%	\$18,214,647
ALL	\$106,010,262	\$47,598,740	44.90%	\$69,007,999

Variance for  
Completed  
Quarters  
\$-58,411,522 -55.10%

 **ON TARGET**





## BUDGET PERFORMANCE - HELP



### DEPARTMENT GROUP EXPENDITURES

This report is a two-step process to view the information on the report. The report is driven by two items that must be selected: Department Group and report tab Fiscal Year.

Home

Budget Performance FY 2012

Fiscal Year: 2012 **D**

Download   
Help 

Overview Citywide Quarterly Exp/Rev Fund Group Exp/Rev **A** Department Group Exp

**B** Department: Select Department Group **C** Fiscal Year: 2012 Submit

- A. **Department Group Expenditures**-report tab provides information broken down by a particular Department Group.
- B. **Department**-drop down list of Departments Groups.
- C. **Report Fiscal Year selector**-Fiscal Year drop down list. This selection will drive the Fiscal Year information to be displayed for this report tab.
- D. **Overall Fiscal Year selector**- used to navigate between Fiscal Years. Selecting a different Fiscal Year other than the current one being displayed will auto submit the web page and initially display and set all report tabs to the new selected Fiscal Year beginning with the Overview.

Second, hit Submit, then the following screen will be displayed. The same identical information is displayed as shown on the Citywide Quarterly Expenditures/Revenues. Refer to the definitions in the

# BUDGET PERFORMANCE - HELP

Citywide Quarterly Expenditures/Revenues report.

[Home](#)

## Budget Performance FY 2012

Fiscal Year: 2012

[Download](#)

[Help](#)

Overview

Citywide Quarterly Exp/Rev

Fund Group Exp/Rev

Department Group Exp

Department: Water Services

Fiscal Year: 2012

Submit

### Water Services Expenditures

	FY 2012 Amended Budget	FY 2012 Actual Exp	% of Total Budget	3 Year Actual Exp Avg
Q1	\$11,431,971	\$9,283,116	20.79%	\$9,870,213
Q2	\$11,442,910	\$10,174,503	22.78%	\$9,879,658
Q3	\$10,569,060	\$8,099,678	18.14%	\$9,125,188
Q4	\$11,213,059	\$10,952,972	24.53%	\$9,681,208
ALL	\$44,657,000	\$38,510,270	86.24%	\$38,556,268

Variance for  
Completed  
Quarters

\$-6,146,730

-13.76%

✓ ON TARGET

### Water Services Expenditures

